

## ASSISTANT CENTER SUPERVISOR

### NATURE OF WORK

This is responsible work participating in the supervision and leadership of recreation activities and programs for public participation, and assisting in the supervision of a recreation center.

Work involves participating in the planning and implementation of recreational activities and programs; scheduling programs and activities to be held; interacting with the public to establish rapport and create interest in the programs and activities; and preparing and maintaining appropriate records to evaluate effectiveness of programs and activities. Work also involves supervision of a recreation center in the absence of the Center Supervisor. An employee in this class may also be responsible for planning and conducting small, organized activities. General supervision is received from the Center Supervisor with work being reviewed in the form of evaluations, conferences and effectiveness of services provided. Supervision may be exercised over a small staff of part-time subordinates.

### EXAMPLES OF WORK PERFORMED

Assists Center Supervisor in the planning, coordination and implementation of recreational programs and activities.

Assumes responsibility for supervision of recreation center in the absence of Center Supervisor.

Participates in ordering supplies and equipment for activities and programs at assigned location.

Interviews, hires and trains staff for day camp, and for before and after school recreation programs.

Trains, supervises and evaluates part-time staff and volunteers for the recreation center.

Promotes existing recreation activities and programs to enhance public interest.

Oversees registration of participants and processes fees and receipts generated by programs; prepares and maintains appropriate records including attendance, revenue and expense records to evaluate existing programs.

Assists in the preparation of program information for department brochures; assists in publicizing activities through appropriate media and community contacts in order to inform general public of activities.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the necessary safety precautions to be used in public recreation programs and activities.

Knowledge of human resources management.

Knowledge of sociological, behavioral and cultural aspects of the target audience group members for whom programs are planned.

Some knowledge of a wide variety of recreational activities adaptable for use in a public recreation setting.

Some knowledge of the rules, materials, and equipment used in a wide variety of recreational activities for all age groups.

Some knowledge of the use of a computer in maintaining records.

Some knowledge of Federal, State and local laws governing fire, health and safety standards.

Ability to work effectively with people of all age groups and to tactfully solve participant disciplinary problems.

Ability to establish and maintain effective working relationships with community groups, volunteers, co-workers, subordinate staff and the general public.

Ability to promote recreation programs and activities.

Ability to plan, schedule, deliver and evaluate recreation programs.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in recreation, physical education or related field plus experience in program and staff supervision.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in recreation, physical education or related field plus experience related to the delivery of recreation programs; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

Approved by: \_\_\_\_\_  
Department Head Personnel Director

7/2002

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